**Instructions to add contact cards on WordPress**

Log in here:

<https://activekent.org/wp-admin/>
Username: kentsport
Password: H9Gu0GwBhy22

On left hand menu:

Click on ‘Contacts’

Click on ‘Add New’

* Add title (school name)
* Position = Contact name
* Phone
* Email
* Website
* Bio (if using can be details about facilities at school)

Scroll down to ‘Featured Image’ on right hand side

Click on Set Featured Image

* Upload files
* Select files
* Add description of image in the Alt Text box on right hand side (ie. School Name logo)

Click Save Draft & then Publish

**To add Contact Card to OSF – Schools by District page**

Search: OSF

Click on OSF – Schools by District

Scroll down to each District

Under District – go to ‘Contact’ and select school name

To add more than one contact card under a district, hover over Contact (on right hand side) & you’ll hover over 2 small cards icon – click on ‘duplicate layout’ to add another contact card below the first one. Select school name to add 2nd school.

Click Save Draft, then ‘Preview’ to view your page before you publish it.